National Fellowships Program at JHU
Fulbright English Teaching Assistant (ETA) Grant
2018 Applicant’s Timeline & Checklist

Here are the websites you’ll need to refer to frequently as you use this checklist:
NFP's Fulbright ETA Grant Page
NFP's Additional Guidelines for the Fulbright ETA Grant
http://us.fulbrightonline.org

Eligibility Checklist

Fulbright applicants must:

☐ be a US citizen at the time of application. Permanent residents are not eligible.

☐ have a BA/BS/BM degree or the equivalent before the start of the grant. The earliest point of application is typically the fall of your undergraduate senior year. In the creative and performing arts, four years of professional study and/or experience meets the basic eligibility requirement. You may hold a JD degree at the time of application, but not a PhD.

☐ be in good health. Grantees will be required to submit a satisfactory Medical Certificate of Health from a physician.

☐ meet all host country requirements for Fulbright ETA Grants, which are found under the Countries section on the Fulbright website. Please review these very carefully. They include specifications about desired qualifications (teaching experience, language abilities, etc.) and about dual citizenship and current/previous residence in the country.

The Timeline

April–May 2018 (initial phase):

☐ Attend a Fulbright Info Session on campus. See the NFP’s website for updates.

☐ Once you decide to apply for a Fulbright, contact the NFP to be added to our Fulbright ETA Applicants’ Blackboard site. This site is our platform for communicating with you, disseminating materials, and collecting your drafts.

☐ Start talking to peers, faculty, and other contacts to gather ideas about where you may wish to teach, intercultural communication strategies, pedagogical considerations, and projects you may wish to pursue outside the classroom, etc.
☐ Determine a short list of possible host countries that match your language skills, profile, and interests. You may need to be strategic in your choice of country; see the “Preliminary Considerations” section of Additional Guidelines for more details.

☐ Go to the Host Country Eligibility Checklist on the Blackboard page. Download and carefully complete the PDF checklist for each potential host country to ensure that you meet all the specifics and requirements (candidate profile, length and timing of academic year, previous/current residence, etc.) of the countries that interest you.

☐ Complete a brief intent form from Blackboard and upload it to the “Fulbright Intent Form” submission box in Step 1— the sooner the better, though it must be completed before May 14. The NFP will then contact you for a one-on-one meeting to discuss your Fulbright application.

April–May 2018 (after you’ve decided on a country):

☐ Contact your three potential reference writers to secure their initial agreement to submit their recommendation by the internal campus deadline of 18 August 2018. Discuss what materials they would like to see and at what point before they write their reference forms. Note that the ETA evaluation this is not a traditional letter. See the “Letters of Recommendation” section of Additional Guidelines for more information.

Reference 1:

Reference 2:

Reference 3:

☐ Contact your foreign language evaluator. It may make sense to complete the language evaluation at the end of the spring semester rather than later in the summer when faculty may be off campus, unless you plan on summer study to address language gaps. See the “Language Evaluation” section of Additional Guidelines and direct your evaluator to the Instructions for Fulbright Foreign Language Evaluators on the Fulbright website for information and forms.

Evaluator:

☐ Review the Language Self-Evaluation Form and make plans to address any language gaps, possibly with summer study.

☐ Watch the Fulbright advice videos, made by previous JHU applicants and Fulbrighters.

☐ View the portfolio of previous applications in the Study Abroad Office (4B Levering, no appointment required) while still on campus.
☐ Attend a Fulbright Essay Workshop on campus or via webinar in May. This is mandatory for all JHU Fulbright applicants. See the NFP website for the schedule.

June 2018:

☐ Begin draft of personal statement (PS). Remember to refer to your intent form, the essay workshop handout, the essay writing tools available under Step 2 in Blackboard, and the “Personal Statement” section of the Additional Guidelines for the Fulbright ETA Grant to help you think about some of the central questions you must address in the essay.

☐ Begin Statement of Grant Purpose (SOP) outline, which is to be completed using the “ETA SOP outline questions” document found in Step 2 of the Blackboard site. Remember to refer to your intent form, the essay workshop handout, and the “SOP” section of the Additional Guidelines for the Fulbright ETA Grant as you respond to the questions.

☐ First draft deadline: June 10
Due to the “June 10: SOP Outline, PS and Recommenders” submission box in Step 2 on the Fulbright ETA Applicants’ Blackboard site as one continuous Word document:
1. Draft of 1-page single-spaced PS.
2. Answers to the questions on the “SOP Outline” form. Observe the word limits!
3. “First deadline references” document on Blackboard. On this chart, you will provide basic information about your 3 references + foreign language evaluator (if applicable), including the date for your language evaluation.

Also required for the June 10th at 11pm deadline:
Register on the Embark Online Application system. At a minimum, enter your institution (“Johns Hopkins University, MD”) for question 4a (under the “Preliminary Questions” tab).

☐ Order PDF transcripts from all post-secondary, credit-granting institutions that you have attended (not only those from which you’ve graduated). Your transcripts can be unofficial copies. (You upload transcripts yourself directly to your online application, so working with PDFs makes this easier.)

☐ Meet one-on-one (in person or virtually) with the NFP advisors to discuss their feedback on your first deadline materials.

☐ Once you’ve received approval from the NFP advisors on your references chart, register your recommenders and foreign language evaluator/s, if applicable, on the Embark Online Application system.
☐ **SOP Draft and PS Rewrite deadline: June 24th at 11pm**
Using the feedback that the NFP advisors have provided on your first deadline materials, rewrite PS, write your first SOP draft, and make any necessary changes to your references. Submit the new versions to the “June 24: SOP and PS Rewrite” submission box in Step 3 on Blackboard.

The NFP will contact your references directly in early July with additional instructions, so **make certain that everyone you list on the chart has already agreed to write an evaluation.**

☐ Continue revising PS and SOP using the feedback that the NFP advisors have provided. Resubmit further drafts to the "Essay Drafts & Short Answers" submission box in Step 4 on Blackboard following the individual deadlines we set for you.

The last two checklist items are deceptively short. The core of your Fulbright application is a strong SOP and a PS that is reflective, i.e., that you spend a lot of time thinking about. Don’t overlook the importance of writing numerous drafts (5+), showing these drafts to not only the NFP advisors, but also your mentors and peers. You will be revising your essays in June, throughout July, and into August.

**July 2018:**

☐ Work on two of the short answer questions on the Embark online application: 29 (Host Country Engagement) and 32 (Plans upon Return to US). When you have firm drafts, upload them in a Word document to the "Short Answers & Essay Drafts" submission box in Step 4 on Blackboard.

☐ Once you have a solid draft of your SOP and PS, coordinate with your evaluators to show them your essays, both for feedback and as an aid for them to write a stronger reference form. Generally, one month before their evaluation is due (for the first campus deadline) is the right timing to send your essays to your references.

**August 2018:**

☐ Complete the Language Self-Evaluation Form.

☐ Once you are putting the finishing touches on your SOP, complete the short answer question on the Embark application: 28 (Abstract/Summary of Proposal). When you have a firm draft, upload it to the "Short Answers & Essay Drafts" submission box in Step 4 on Blackboard for feedback.

☐ Finish working on and polishing PS, SOP, and short answers, using feedback from the NFP to revise. Upload drafts to the "Short Answers & Essay Drafts" submission box in Step 4 on Blackboard for final round of feedback.
☐ **First campus deadline: August 18**th **at midnight**
All applicant materials (see the complete list in Step 5 on Blackboard) must be submitted online using the Fulbright Embark Online Application system. Please note that your application will automatically be sent to the NFP, not the Fulbright office.

**Also required for the August 18**th **deadline**
Complete the short answer question (100 words max.) about how you will continue building your country knowledge. Upload it to the “Country Question Paragraph” submission box in Step 5 on Blackboard.

**September 2018:**

☐ **Campus panel discussions** (exact days/times to be determined). Every applicant must attend a panel discussion with the campus Fulbright Interview Committee. Skype interviews are possible for applicants not on campus. After the interview, your online application will be un-submitted back to you so that you can make final changes to it based on the interview committee’s feedback.

☐ Applicants make final revisions to materials and upload final drafts to the “Final Drafts” submission box in Step 6 on Blackboard.

**Late September-October 2018:**

☐ **Second campus deadline: September 26**th **at 9am**
Your complete application must be submitted online again using the Embark Application. The NFP advisors will access your application to add the campus evaluation before the official deadline.

☐ **Official deadline: October 9**th
The NFP completes the submission of your final application.

**January 2019:**

☐ Semi-finalists announced. Their applications are sent on to host countries for screening. Please note that some countries will interview semi-finalists via Skype or phone. Contact the NFP immediately should you get an interview.

☐ Semi-finalists must send official e-copies of all transcripts to the Fulbright by the date specified in the email from the IIE.

**March–April 2019:**

☐ Results (winners, alternates, rejections) announced country by country from mid-March through late-April.